

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 21, 22, 2004

Division: Public Works

Bulk Item: Yes X No

Department: Facilities Maintenance *J.P.*

AGENDA ITEM WORDING: Approval of an Interlocal Agreement with the City of Marathon for the televising and use of the meeting room at the Marathon Government Center for City Planning Commission meetings.

ITEM BACKGROUND: The City of Marathon requested to hold eleven Planning Commission meetings at the Marathon Government Center during the 2004 fiscal year and asked to have the meetings televised.

PREVIOUS RELEVANT BOCC ACTION: None on this item.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS: Approval as stated above.

TOTAL COST: N/A

BUDGETED: Yes N/A No

COST TO COUNTY: N/A

SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes X No **AMOUNT PER MONTH** \$294.27 **Year** \$3,236.97

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:

Dent Pierce / Bl

Dent Pierce, Director Public Works

DOCUMENTATION: Included X To Follow Not Required

DISPOSITION:

AGENDA ITEM # C4

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

CONTRACT SUMMARY

Contract with: City of Marathon Contract # _____
 Effective Date: 10/01/03
 Expiration Date: 09/30/04

Contract Purpose/Description:
To use the meeting room at the Marathon Government Center for City Planning
meetings.

Contract Manager: Ann Riger 4549 Facilities Maint/Stop #4
 (Name) (Ext.) (Department/Stop #)

for BOCC meeting on 01/21/04 Agenda Deadline: 01/06/04

CONTRACT COSTS

Total Dollar Value of Contract: \$ Revenue Current Year Portion: \$ 3,236.97
 Budgeted? Yes ☐ No ☐ Account Codes: _____
 Grant: \$ _____
 County Match: \$ _____

ADDITIONAL COSTS

Estimated Ongoing Costs: \$ _____/yr For: _____
 (Not included in dollar value above) (eg. maintenance, utilities, janitorial, salaries, etc.)

CONTRACT REVIEW

	Date In	Changes Needed	Reviewer	Date Out
Division Director	<u>1/6/04</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Dent Pierce/BL</u>	<u>1/6/04</u>
Risk Management	<u>1/5/03</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Bill Gunhan</u>	<u>1/5/03/4</u>
O.M.B./Purchasing		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>Ad Zappulla</u>	<u>1/5/04</u>
County Attorney	<u>1/5/4</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<u>S. Holt</u>	<u>1/5/04</u>

Comments: _____

INTERLOCAL AGREEMENT FOR THE USE OF THE MEETING ROOM
AT THE MARATHON GOVERNMENT CENTER

THIS INTERLOCAL AGREEMENT is entered into pursuant to Sec. 163.01, FS, by and between Monroe County, a political subdivision of the State of Florida, whose address is 1100 Simonton Street, Key West, FL 33040, hereafter County, and the City of Marathon, a municipal corporation, whose address is 10045-55 Overseas Highway, Marathon, FL 33050, hereafter City.

WHEREAS, the County has a meeting room at the Marathon Government Center with the technical facilities to enable meetings to be cablecast;

WHEREAS, the County desires to permit the City to use the County meeting room; now, therefore

IN CONSIDERATION of the mutual promises and covenants set forth below, the parties agree as follows:

Section 1

- a) The County authorized the City to hold 12 Planning Commission meetings per year (October 1 – September 30) at the Marathon Government Center meeting room with each meeting on the third Monday of each month (if available) unless formally changed at a later date. The City must coordinate meeting dates with the Facilities Maintenance office so that no County/City schedule overlap occurs. The City will provide a full years meeting schedule prior to October 1 each year. If a schedule conflict between a City Planning Commission meeting and a meeting of the County Commission, County Planning Commission or County Code Enforcement hearing does occur, the County meeting or hearing will take precedence.
- b) The County will televise live the Planning Commission meetings, unless there is a meeting of the County Commission, County Planning Commission, County Code Enforcement hearing or similar organization going on at the same time. If there is a County meeting or hearing going on, then the City Commission meeting will be televised live on Channel 16 as soon as the county meeting or hearing is concluded. If the City Commission meeting ends before the County meeting or hearing concludes, then the tape of the City Council meeting will be shown on Channel 16 twice on later dates.
- c) Except as provided in Sec. 1(b), the County will replay each City Commission meeting tape one time before the next City Commission meeting. The City may request a specific time and date for each replay through the Facilities Maintenance office who shall accommodate the City's request unless the time requested by the City would conflict with a live telecast of a county meeting or hearing.
- d) The County will furnish the City one video tape copy of each City Commission meeting.

Section 2

a) From the effective date of the agreement, until September 30, 2004, the City shall pay the County \$3,236.97 for 11 City Council meetings beginning in November 2003 through September, 2004.

Section 3. This agreement shall expire on September 30, 2004.

Section 4. This agreement will take effect when executed certified copies are filed in the Office of the Clerk of the Sixteenth Judicial Circuit and in the Office of the Clerk of the City of Marathon, Florida.

Section 5.

Indemnification and Hold Harmless. The parties to this agreement stipulate that each is a state governmental agency as defined by Florida Statutes and represents to the other that it has purchased suitable Public Liability, Vehicle Liability, and Workers' Compensation insurance, or is self-insured, in amounts adequate to respond to any and all claims within the limitations of Florida Statute 768.28 and 440, arising out of the activities governed by this agreement.

Each party shall be responsible for any acts of negligence on the part of its employees, agents, contractors, and subcontractors and shall defend, indemnify and hold the other party harmless from all claims arising out of such actions.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date set forth below.

(SEAL)

ATTEST: DANNY L. KOLHAGE, CLERK

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

By _____
Deputy Clerk

By _____
Mayor/Chairperson

Date _____

ATTEST


CITY OF MARATHON, FLORIDA

By _____
City Clerk

By _____
Marathon Mayor

Date _____

MONROE COUNTY ATTORNEY
APPROVED AS TO FORM


SUZANNE A. HUTTON
ASSISTANT COUNTY ATTORNEY
Date 1/25/04

**CITY OF MARATHON, FLORIDA**

10045-55 Overseas Highway, Marathon, Florida 33050
Phone: (305) 743-0033 Fax: (305) 743-3667

MEMO

Date : November 14, 2003
To: Nancy Johnson
From: Cindy L. Ecklund *de*
Subject: Planning Commission meetings

The Marathon City Council by formal decision on Monday, November 10, 2003 decided to hold the Planning Commission meetings on the third Mondays of each month unless formally changed at a later date. They also decided to have the meetings televised. Please reserve the EOC room for the following dates in Fiscal Year 03/04 and tentatively reserve the third Monday of each month indefinitely.

November 17
December 15
January 19
February 16
March 15
April 19
May 17
June 21
July 19
August 16
September 20

Jun 13 03 03:08p

P. 1

MONROE COUNTY MEETING ROOM FACILITIES

our fax 295-3672

Date: 11/14/03Specific Meeting Room Requested: EOC RoomReserving Organization: City of MarathonContact Person: Cindy Ecklund

(Name)

(Address & Phone Number)

10045-55 0/3 Hwy 289-4101Intended Use: City Planning CommissionOfficial Monroe County Government Use: Yes ☐No ☐Date(s) Needed: See attached Time: From: to Special Audio Visual Equipment Needed: to be televisedNumber of participants: James Public Address System: Yes ☒ No ☐

Note: Please review the attached policy for use of meeting rooms as approved by the Monroe County Board of County Commissioners on September 19, 2001, and sign below.

This is a fee of \$16.52 regular hour and \$50.27 overtime hour rate for larger meeting facilities and a \$20.00 fee for smaller meeting room facilities (Government Agencies Exempt) for after hour, weekend and holidays. There is a fee of \$23.97 regular hour and \$30.03 overtime hour rate for providing Channel 16 Television coverage. Fees are required to be submitted at time of reservation, payable to:

MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

FEES ARE NON-REFUNDABLE

Mail check or money to:

Monroe County Facilities Maintenance Department
3583 South Roosevelt Boulevard
Key West, Florida 33040
Fax #305-293-3672

I have reviewed and understand the policies for use of Monroe County meeting room facilities, and acknowledge the above organization will be responsible for any damage done to any equipment and/or facilities.

Cindy L. Ecklund
Signature of Authorized Representative289-4128
Telephone #Cindy Ecklund - City Clerk/HR Officer
Print Name and Title

NOTE: Please telephone all reservation cancellations to the Facilities Maintenance Department at 305-292-4431 twenty-four (24) hours prior to the date of reservation. For additional information, please call.